


FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Investigator II</u>	CLASSIFICATION CODE: <u>00387300</u>
	SALARY RANGE: <u>32682-37580</u>	REFERENCE POSITION NO.: <u>To Be Determined</u>
	Department or Agency Name <u>Public Defender</u>	APPLICATION PERIOD: <u>2/9/04-2/18/04</u>
	Division/Section/Unit _____	
	Assignment(s) / Comments . _____	
	Shift and Days: <u>Monday - Friday 1st Shift</u>	Job Location: <u>Providence, as needed</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement	Yes <u>X</u> No _____
	Name of Bargaining Unit Union: <u>Local 808 (LIUNA)</u>	
	There is _____ is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES: SEE ATTACHED JOB DESCRIPTION	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: SEE ATTACHED JOB DESCRIPTION	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:</p> <p>John J. Hardiman Public Defender 100 North Main Street Providence, RI 02903</p> <p>Telephone #: <u>222-3492</u> Fax #: <u>222-3287</u> TTY/TDD #: _____ (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: INVESTIGATOR II

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform investigations, inspections and/or interviews in compliance with the responsibilities of the Office of the Public Defender; to ascertain facts, obtain evidence, collect evidence, and file reports of findings; to explain the eligibility requirements for requested Public Defenders Services, to review and investigate applicants for financial eligibility, to interpret pertinent statutes or policies to persons involved in such investigations, inspections and/or interviews; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of the Chief Investigator from whom specific instructions are received and who evaluates the work through the review of reports filed, conferences, and participation in field investigation. In a County assignment, specific work assignments may be delegated to the Supervising Attorney of that county, subject to the overall supervision of the Chief Investigator.

SUPERVISION EXERCISED: Generally, responsible for the training, direction, and evaluation of Interns and Volunteers assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve as a lead investigator in cases involving multiple defendants or crimes, complex issues or cases involving the need for specialized knowledge.

To perform investigations, interviews and/or inspections in compliance with State Laws, Rules and Regulations which may require specialized knowledge in the field of criminal investigations or which knowledge may have been gained through on-the-job training in the specific investigational, inspectional or interview activity involved, including the following or such other activity as may be required.

To perform intake interviews concerning the financial eligibility of individuals applying for Public Defender Services.

To obtain information pertaining to the financial resources of applicants referred to the Office of the Public Defender and of their legal relatives or guardians to establish their ability to contribute financially toward the legal defense of cases charged therein.

To conduct investigations in order to verify the financial facts submitted by the applicant, parent(s) or legal guardians pertaining to their financial application in order to substantiate their financial disclosures.

To conduct interviews and investigations in order to verify the facts, circumstance or causes pertaining to the charges filed against the client.

To conduct inspections of municipal, state, federal and/or private records to determine their value, evidence, and bearing relative to clients represented by the Office.

To investigate complaints of a civil nature filed with the Office by inmates of the Adult Correctional Institution of a non-monetary nature.

To assist Staff Attorneys in specific work, as required.

To write regular and special reports concerning investigations, interviews, and inspections with recommendation of actions considered appropriate based upon experience and education.

When necessary, to appear as a witness at hearings, trials or administrative proceedings.

To supervise, assign work to, critique, and write evaluation for interns and supervisors. To direct and supervise administrative personnel in other duties not described which would assist an Investigator or Attorney in the conduct of the client's investigation, interview and/or inspection.

To serve subpoenas, court orders and other documents as pertains to the execution of duties.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS, AND CAPACITIES: A working knowledge of common business practices, effective methods of investigation, and the basic rules of legal evidence and Constitutional Law; the ability to ascertain facts by personal contact and observation and the examination of records; the ability to explain and interpret provisions of laws and regulations; the ability to enforce departmental regulations and policies with firmness, fairness, and tact; the ability to prepare and type clear and concise reports; the ability to establish and maintain effective working relationships in contacts with municipal, state, federal, private and public agencies as well as members of the public and related capacities and abilities.

EDUCATION AND EXPERIENCE:

EDUCATION: Such as may have been gained through graduation from an accredited college with an Associate's Degree in, but not limited to Criminal Justice, Psychology, Public or Business Administration.

EXPERIENCE: Such as may have been gained through employment within the Public Defenders office for a minimum of two years; or employment in investigative work which primarily involved the interviewing of persons, obtaining of facts, inspections of records, and writing of reports for a period of four years.

OR, any combination of education and experience that shall be substantially equivalent to the above education and experience totaling three years.

APPLICANT MUST POSSESS A VALID RI DRIVERS LICENSE AND BE ABLE TO TYPE.

WOMEN AND MINORITY CANDIDATES ARE ENCOURAGED TO APPLY